



Forest Heights Police Department Policy and Procedures Manual

Subject:	Receipt or Appraisal of Orders and Manual Revisions			
General Order No.	2016-1	Effective Date:	January 1, 2016	
Chapter: 1	Section: 7	Number of Pages:	1	Replaces: GO 2010-03
Original Issue: 01/01/16		Dates Revised:		

A. Purpose

To establish policy and procedures for issuing Forest Height Police Department (FHPD) written directives to all FHPD employees.

B. Documentation of Receipt

1. The Chief, or designee, will:
 - a. ensure that all FHPD personnel receive all directives and publications issued by the FHPD that are directed to those employees; and
 - b. when applicable, use the Receipt of Appraisal of Orders (form FHPD 1) to insure affected employees receive and acknowledge receipt of all directives and publications intended for their information.
2. Accountability
 - a. FHPD personnel will sign a form FHPD 1 upon receiving a copy of orders, manual revisions publications and directives that will constitute official notification of, and accountability for, such communications.
 - b. Every police officer or FHPD employee of the Town shall be obligated and bound to follow any and all directives applicable to the FHPD. This obligation shall apply whether or not the individual officer affirmatively acknowledges receipt of any written directive or not.

C. Access to Forest Height Town, Department and State Regulations and Policies

1. The Office of the Chief will insure that sworn and non-sworn persons of the FHPD have access to the Forest Heights Town Personnel Rules and Regulations. Non-sworn employees will be issued a FHPD Manual.
2. The Office of the Chief will file a copy of general orders, special orders, memoranda and manual revisions.
3. The Town of Forest Heights Mayor, and as applicable, the Town Administrator, will receive a copy of general and special orders.